
Subject: Redetermination of Income

Effective Date: October 1, 2007

Revised from: August 1, 2006

Policy: Clients whose income changed during the certification period are to have their income eligibility redetermined. If found to be over income and not adjunctively eligible, all members of the same economic unit must be terminated from the WIC Program. (See CRT 09.01.00 Termination from the WIC Program.)

Reference: CFR §246.7(h)

Procedure:

1. Staff use the Income Eligibility screen to reassess income for clients:
 - a. Whose income changed during the certification period and are not adjunctively eligible.
 - b. Who have lost adjunct income eligibility during the certification period.
 - c. Who forgot to bring all income proofs to the certification appointment and are now back in clinic with proof of income.
2. Staff are to completely screen all family members to determine if they still might be eligible due to adjunct eligibility. If found to be over income and not adjunctively eligible, all members of the same economic unit are terminated as over income.
 - a. Rarely, a group member may still be adjunctively eligible, but this does not make other family members eligible. For example, a child (foster child or child with Special Supplemental Income) who has a Medical Card.
 - b. If a group member is still eligible, staff check the "Medical Card" box for the particular client on the Income Eligibility screen to prevent termination.
3. Saving the Income Eligibility screen automatically prints a Termination Letter for each group member terminated, with a reason of "Over Income Guidelines". Staff provides the letter/s to the client/caregiver. KWIC also records a "Terminate Client" contact for each terminated client.
4. Clients who were originally found to be adjunctively-eligible for WIC may not be disqualified from the WIC Program solely because they, or certain family members, no longer participate in one of the other specified programs. In such circumstances, staff will ensure that such clients and other household members currently receiving WIC benefits are disqualified during a certification period only after their income eligibility has been reassessed based on the income screening procedures used for applicants who are not adjunctively eligible.